



IMCOM
SOLDIERS • FAMILIES • CIVILIANS

Army Career and Alumni Program (ACAP)



Army Strong for Life



To deliver a World Class Transition Program for America's Army that ensures all transitioners have the knowledge, skills and self-confidence necessary to be competitive and successful in the global workforce.



Background



Army ACAP/Transition USMA Study Group

- VCSA directed USMA SG, April 2010; completed October 2010.
- Focused on leader support and involvement, methods (virtual), and timing of transition services.

VCSA Sends

- November 24, 2010
- Highlights USMA SG findings of leader involvement in transition and starting transition 12 months before separation.

Army Transition Policy Letter

- SECARMY, August 29, 2011
- Emphasizes leader involvement; starting transition 12 months before separation; expanding virtual services; promoting lifelong learning.

HQDA EXORD 054-12 OPORD 12-241

- December 29, 2011
- Incorporates USMA SG, VCSA Sends, and Army Transition Policy with emphasis on beginning transition NLT 12 months prior to separation and commander's program.

Veterans Employment Initiative Task Force (VEI TF)

- CORE must be FOC Nov, 2012, GPS/CAPSTONE must be FOC Nov, 2013
- President directed DOD-VA TF August 2011, in addition to VOW, choose Education, Technical, or Entrepreneurship curriculum.

VOW (Veterans Opportunity to Work) to Hire Heroes Act 2011

- Must be FOC November 10, 2012
- By Law, mandatory participation in Transition Assistance Program (TAP); Preseparation, DOL Workshop, VA Benefits.

HRC Program Director Guidance

- Memo, AHRC-PDP-T, September 20, 2013, subj: Director's Program Guidance for VOW and TAP GPS.
- Provides execution requirements; legal policy mandates
- Parallels pending regulations and DTM's.

USARPAC Policies SC Policies

- OPORD
- Policy Memo



About ACAP



- ☐ ACAP helps transitioners make informed career decisions through benefits counseling and employment assistance.
- ☐ ACAP fosters and promotes Army retention, both on Active Duty and in the National Guard or Army Reserve, and recruiting.
- ☐ Signing the DD Form 2648/-1 does not obligate a Soldier to leave the Army.
- ☐ Watch You Tube Video:
<http://www.youtube.com/watch?v=5asIU341FmQ&feature=youtu.be>





ACAP Eligibility



Active component and Spouses

Non-retiring Soldiers and Spouses

- Must begin No Later Than 12 months before transition
- Army policy allows ACAP services for up to 180 days after transition

Retiring Soldiers and Spouses

- Can begin services up to 24 months before retirement
- Army policy allows ACAP services for life after retirement

Demobilizing Reserve Component Soldiers and Spouse

- Must have at least 180 days continuous Active Duty
- Army policy allows for ACAP services for up to 180 days after transition

DA Civilians and Spouses

- Displaced by RIF, BRAC or other actions
- Approved retirement
- Up to 180 days after retirement or departure from Federal Service

Note: Commanders immediately refer Unprogrammed Losses to ACAP prior to separation date.





IMCOM
SOLDIERS • FAMILIES • CIVILIANS

Program Execution



- ❑ EXORD 054-12 establishes the Army Career and Alumni Program (ACAP) as a **“Commander’s Program”** and directs commanders at all levels of the Army to embrace transition policies and encourage greater participation by Soldiers.
- ❑ Goal is for Soldiers to be “transition ready” and complete the TAP Goals Planning and Success (TAP GPS) Career Readiness Standards (CRS).
- ❑ The 5-Day Curriculum delivers all mandated training requirements. Additional voluntary workshops – SBA, VA Tech, Education, Employment are periodically scheduled monthly/quarterly. One-on-one counseling with ACAP counselors is available and always encouraged.
- ❑ Soldiers will have a valid/complete resume and a 12-month budget at a minimum upon separation. Soldiers will complete & digitally sign DD Form 2958.
- ❑ Commanders will digitally sign the DD Form 2958 – Soldier provides to ACAP Center staff for input into Transition Assistance to Civilian Life (TACL) website.
- ❑ Commanders or designee are responsible for verifying that all Soldiers not meeting CRS receive a warm handover.





IMCOM
SOLDIERS • FAMILIES • CIVILIANS

Commander's Warm Handover



- ☐ DD Form 2958, Service Member Career Readiness Standards/Individual Transition Plan Checklist.
- ☐ Warm handover refers to Section V of the DD Form 2958.
- ☐ 2958 is digitally signed by the Soldier and ACAP counselor.
- ☐ Commanders or designees will digitally sign the 2958 whether or not Soldier has completed the CRS.
- ☐ Commander delivers the warm handover if CRS are not met and refers Soldier to Section V of the DD Form 2958 recommending Soldier to contact agencies as listed in blocks 24 thru 26 (check marking blocks 24d thru 26d).





Army Transition CRS Requirements



Appendix 2 (Army Transition “As – Is” vs. “Future Requirements”) to Annex E to OPORD 12-241: Implementation of New Army Transition Program

VOW Act (Effective Nov 2012)		Presidential VEI TF (Effective Oct 2013)	
VA Benefits	MANDATORY for 100%	VA Benefits Workshop	MANDATORY for 100%
DOL Employment Workshop	MANDATORY for 85%	DOL Employment Workshop	MANDATORY for 85%
Resume & Practice Interview Services	MANDATORY for 85%	Resume & Practice Interview Services	MANDATORY for 85%
Preseparation counseling	MANDATORY for 100%	Preseparation counseling	MANDATORY for 100%
Financial Services/ Budget	MANDATORY for 85%	Financial Services/ Budget	MANDATORY for 85%
Individual Transition Plan (ITP)	MANDATORY for 85%	Individual Transition Plan (ITP)	MANDATORY for 85%
** All Soldiers will receive Preseparation counseling & VA Benefits. Exceptions: 1) 20-Year Active Duty Retirees 2) RC Soldiers who have a job or acceptance into a school or training program. 3) Wounded, Ill or Injured enrolled in similar programs and already receiving comparable services. 4) Members possessing specialized skills who, due to unavoidable circumstances, are needed to support a unit on orders to be deployed within 60 days. 5) Those separating for misconduct or worse will complete Preseparation counseling & as much of the Core Curriculum as practical. ** 85% population refers to Soldiers who are not exempt from additional services.		Education Workshop	VOLUNTARY
		Technical Workshop	
		Entrepreneurship Workshop	
		CAPSTONE (Final QC)	MANDATORY for 100%

RESPONSIBLE ORGANIZATION:

White highlighted - VA

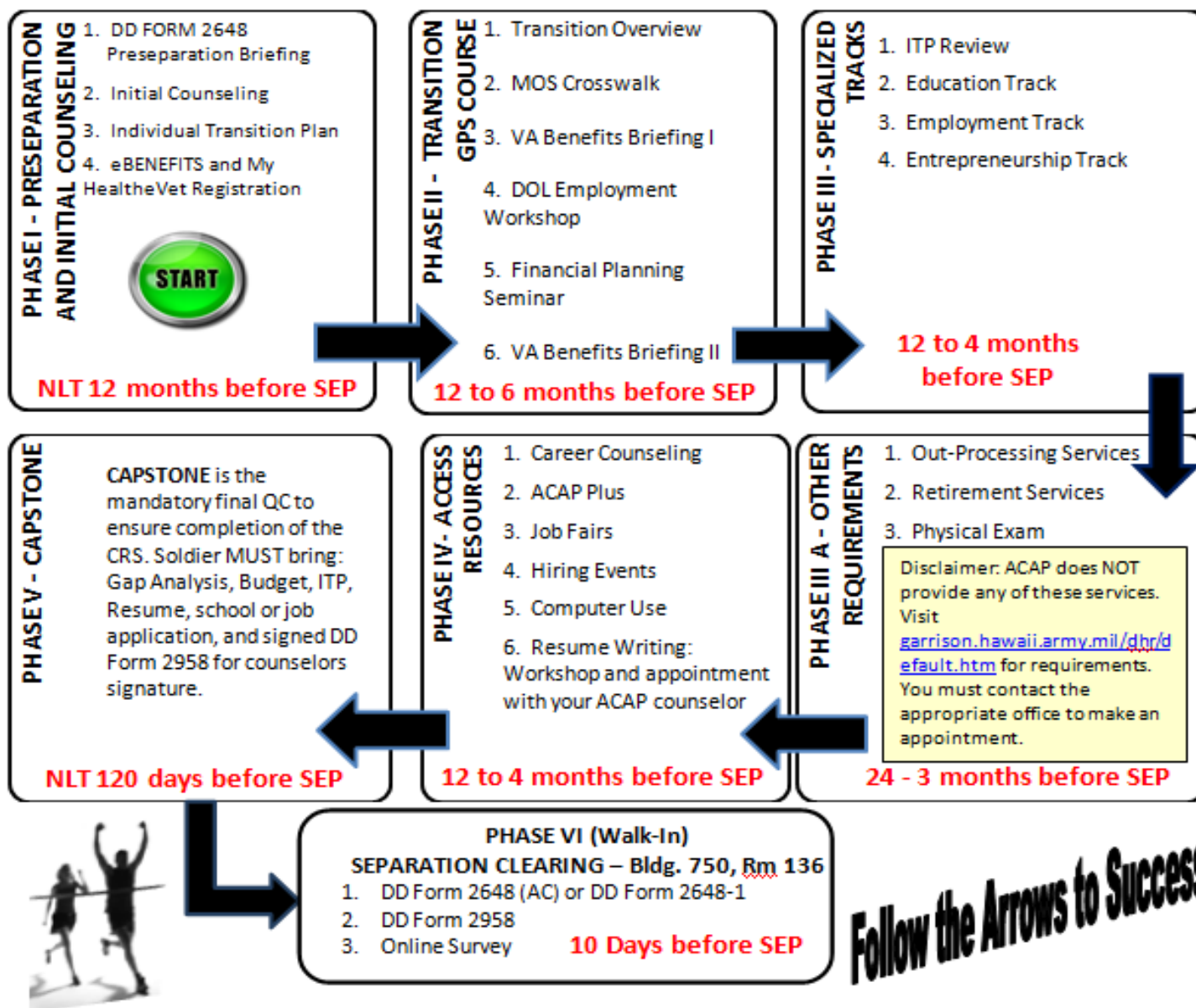
Yellow highlighted – IMCOM

Green highlighted - DOL

Blue highlighted – SBA



CAREER READINESS STANDARDS (CRS) PHASES





Goals, Planning, and Success (GPS) CRS Curriculum



Appendix 5 (Transition Assistance Curriculum Checklist) to Annex E to OPORD 12-241: Implementation of New Army Transition Program

Workshop	Objective	Pre-work	Deliverable
Preseparation Briefing (3 hours)	Identify counseling needs IAW Soldiers plan	None	Completed DA Form 2648/2648-1
Transition Overview (1 hour)	Provide a comprehensive overview of all transition services	Attend Preseparation Briefing	
Individual Transition Plan (2 hours) Initial (2 hours) Final	Develop tailored plan to support targeted objective Education, Employment, Technical, Entrepreneurial	Attend Preseparation Briefing Attended Initial Counseling (ACAP Counselor) Soldier identified Education & Employment Goals & Objectives	Working/ Complete ITP
MOS Crosswalk (2 hours)	Map MOS to civilian occupations Map MOS to education/trade- Gap analysis	VMET (can be downloaded in class. Internet access required)	Gap Analysis
DOL Employment Workshop (3 days)	Resume of Choice Job Search Tools Interview Ready	Complete MOS Crosswalk Attend Preseparation Attend Initial ITP Education Record Verification Military Education & Training NCOER/OER Copy of working ITP Modules 1 & 6 completed	DOL Gold Card Private/Federal resume Personal and professional reference list Two completed job apps or job acceptance letter
Financial Planning Seminar (7 hours)	Develop a 12-month integrated budget Identify ways to save money	Records/credit card balances Credit Report (can be pulled in class) LES/Army Pay Scale Bank Statement	Integrated 12-month budget
VA Benefits & eBenefits Sign-up (6 hours)	Understand post service benefits Apply for medical benefits/disability Apply for education benefits	Copy of medical and dental records Current Physical (retirees) Line of Duty Investigation	Register for eBenefits and MyHealtheVet



Consecutive (5-Day) Workshop Schedule



Schofield Barracks Weekly at Bldgs 750 & 560

Day 1	Day 2	Day 3	Day 4	Day 5
Welcoming Remarks/Leader Video <ul style="list-style-type: none"> Workshop/Curriculum Preparation Checklist (0.5 hrs ACAP)	DOL Employment Workshop (4 hrs DOL)	DOL Employment Workshop (4 hrs DOL)	DOL Employment Workshop (4 hrs DOL)	Financial Planning Seminar <ul style="list-style-type: none"> 12 month Finance planning Health Care Planning Health Insurance Tax planning & Preparation Credit Rating Home Ownership Estate Planning Tools to build an integrated budget (4 hrs ACAP)
Transition Overview <ul style="list-style-type: none"> ITP Value of a Mentor Special Issues/Concerns Military Family Concerns (1.5 hrs ACAP)				
MOS Crosswalk (2 hrs ACAP)				
VA Education Benefits Briefing and VA Benefits Briefing <ul style="list-style-type: none"> (DTAP Integrated at phased locations) Legacy Program will continue until phased date is selected (VA Benefits Brief and DTAP Brief) (4 hrs VA)	DOL Employment Workshop (4 hrs DOL)	DOL Employment Workshop (4 hrs DOL)	DOL Employment Workshop (4 hrs DOL)	Financial Planning (2 hrs ACAP)
				VA Benefits Sign-up (2 hrs VA)

CAREER READINESS STANDARDS (CRS)



- ☐ The events mandated for completion of the Career Readiness Standards are scheduled on a recurring basis.
- ☐ Changes can occur to the schedule on short notice.
- ☐ Always check with the ACAP Center prior to the scheduled appointment to verify the appointment time, date, and location; or possible cancellations: 808-655-1028.





IMCOM
SOLDIERS • FAMILIES • CIVILIANS

SCHOFIELD BARRACKS ACAP EVENT SCHEDULE



EVENT		DAY	FREQUENCY	TIME	LOCATION
PHASE I – PRESEPARATION AND INITIAL COUNSELING					
DD FORM 2648 <u>Preseparation Briefing</u>		Monday – Wed, Friday Thurs	Daily	0730-1600 1000-1600	Bldg. 750, <u>Rm 136</u>
	Initial Counseling	Individual appointment	Daily		Bldg. 750, <u>Rm Various</u>
	<u>eBENEFITS</u> and my <u>HealthVet</u>	Included as part of Initial Counseling			
	Individual Transition Plan				
PHASE II – TRANSITION GPS COURSE					
Transition Overview		Monday	Weekly	0800 - 0900 0900 - 1000	Bldg. 750, <u>Rm 123</u> Bldg. 560, <u>Rm 207</u>
MOS Crosswalk		Monday	Weekly	0900 - 1100 1000 - 1200	Bldg. 750, <u>Rm 123</u> Bldg. 560, <u>Rm 207</u>
VA Benefits Briefing I		Monday	Weekly	1200 - 1600	Bldg. 750, <u>Rm 123</u>
DOL Employment Workshop		Tuesday through Thursday	Weekly	0830 - 1600 0900 - 1700	Bldg. 750, <u>Rm 123</u> Bldg. 560, <u>Rm 207</u>
Financial Planning Seminar		Wednesday	Weekly	0800 - 1400	Bldg. 750, <u>Rm 123</u>
VA Benefits Briefing II		Friday	Weekly	1400 - 160	Bldg. 750, <u>Rm 123</u>
PHASE III – SPECIALIZED TRACKS					
ITP Review		TBA	TBA	TBA	TBA
Entrepreneurship Track		Wednesday through Thursday	Quarterly	0900 - 1630	Bldg. 560, <u>Rm 207</u>
Education Track		TBA	TBA	0900 - 1630	Bldg. 560, <u>Rm 207</u>
Technical Track		TBA - FY 14	TBA	0900 - 1630	Bldg. 560, <u>Rm 207</u>
PHASE III A – OTHER REQUIREMENTS					
Transition Services		Monday through Friday	Daily	0730-1600	Bldg. 750, <u>Rm 103</u>
Retirement Services		Monday through Friday	Daily	0730-1600	Bldg. 750, <u>Rm 122</u>
Physical Exam		Individual appointment	Daily		TAMC
PHASE IV – ACCESS RESOURCES					
Advanced Resume Writing		Thursday	Monthly	1300 - 1600	Bldg. 750, Annex
ACAP Plus		Tuesday	Weekly	1000 - 1200	Bldg. 750, Annex
Job Fairs		As announced	Semi-annually	TBA	TBA
Hiring Events		As announced	Quarterly	TBA	TBA
PHASE V– CAPSTONE					
CAPSTONE		Individual Appointment	Daily	0730-1600	Bldg. 750, <u>Rm 123</u>



Issues / Concerns



IMCOM
SOLDIERS • FAMILIES • CIVILIANS



- ❑ Soldiers reporting to ACAP too late, not enough time to complete CRS and not meeting Army's timeline.
- ❑ Soldiers do not know about ACAP and training requirements.
- ❑ Soldiers scheduling other appointments during ACAP workshops.
- ❑ Soldiers being pulled out of ACAP workshops by unit.
- ❑ Soldiers walking out of workshops & do not return.
- ❑ Soldiers need completed DD Form 2958 (120 days from separation date) prior to picking up separation orders.





IMCOM
SOLDIERS • FAMILIES • CIVILIANS

How Can You Assist?



- ☐ Support Timely Attendance – Compliance with EXORD 054-12, OPORD 12-241, Public Law, & HRC ACAP Director Guidance.
- ☐ Ensure all established Army timelines are met.
- ☐ Ensure all CRS requirements are completed.
- ☐ Review commanders monthly & ACAP weekly reports on Soldiers attendance/no-shows/progress on CRS.
- ☐ Review Soldiers' ACAP VOW Participant Guide with Indiv Transition Plan (ITP) & know Soldiers' transition goals (DD Form 2958) are on track.
- ☐ Encourage Soldiers to experience the full ACAP process to gain transition preparedness.
- ☐ Visit the ACAP Center – Soldier Support Center, Bldg 750, Room 136
- ☐ Visit the ACAP Homepage Leaders Corner at:
www.acap.army.mil.





IMCOM
SOLDIERS • FAMILIES • CIVILIANS

On-Line Services & Virtual Training



Other Resources to Expedite Training

- ☐ Soldiers can begin the process and complete the DD Form 2648 at the ACAP Homepage: <https://www.acap.army.mil>
- ☐ Soldiers can use the 24/7 ACAP Call Center – 1-800-325-4715
- ☐ Soldiers can use the ACAP Virtual Center on ACAP Homepage: <https://www.acap.army.mil>
- ☐ Soldiers can go to the new JKO site and complete all CRS training: <https://jkodirect.iten.mil> (bring completed certificates to ACAP Ctr).
- ☐ Upon completion of the training Soldiers are to print out and provide a copy to the ACAP staff for benchmarking their progress.





General Information



Transition Services Manager –Ms. Charlene Shelton, 655-8945
Contractor Installation Manager – Mr. Mike Bormann, 655-1028
ACAP Liaison Schofield Barracks – Ms. Evelyn Lee, 655-1028

Location	ACAP Call Center	Schofield ACAP Center	Aloha Center	Soldier Family Assistance Center
Description	Soldiers can complete all ACAP requirements on-line using the Call Center and Virtual ACAP Center (Open Qwak).	Visit the ACAP Homepage at www.acap.army.mil , http://www.garrison.hawaii.army.mil/acap/default.htm ; or contact the ACAP Center for more information.	Fort Shafter remote location.	Available to MEB/PEB Soldiers.
Hours	24/7	<ul style="list-style-type: none"> •0730-1600 Mon-Wed and Fri •1000-1600 on Thurs •Closed on all federal holidays. 	<ul style="list-style-type: none"> •0730-1600 Mon-Wed and Fri •1300-1600 on Thurs •Closed on all federal holidays. 	<ul style="list-style-type: none"> •0730-1600 Mon-Wed and Fri •1000-1600 on Thurs •Closed on all federal holidays.
Phone	(800) 325-4715	(808) 655-1028	(808) 438-9735	(808) 655-7142
Address	www.acap.army.mil	Solider Support Center, 673 Ayers Ave., Bldg. 750, Rm. 136, Schofield Barracks, HI	Aloha Center, Bldg. S330, Rm. 110, Ft. Shafter.	Soldier Family Assistance Center, 3585 McCornack Rd., Bldg 692 Schofield Barracks, HI





Questions



Questions?

